

Minutes

Draft, Unapproved Circulated May 23, 2018

May 15, 2018 – 8:00 AM Central Time

Ft. Pierre Holiday Inn Express

110 East Stanley Road

Ft. Pierre, SD

1. Chairman John Ward opened the meeting with a call to order and Roll Call at 8:00AM.

Board Members in attendance: Chairman, John Ward, Representing Excavation Contractors; Vice Chairman, Fay Jandreau, Representing Telecommunication Companies Offering Local Exchange Service to Less Than 50, 000 Customers; Dan Kaiser, Representing Telecommunication Companies Offering Local Exchange Service to More Than 50,000 Customers;; Bleau LaFave, Representing Investor-Owned Natural Gas Utilities; Ed Anderson, Representing Rural Electric Cooperatives; Doug Larson, Representing Interstate Carriers of Gas or Petroleum; Kevin Kouba, Representing Investor-Owned Electric Utilities; Todd Chambers, Representing Municipalities; Loren Beld, Representing Excavation Contractors; Executive Director, Larry Janes; Deputy Director, Codi Gregg.

Board members unable to attend: Erin Hayes, Representing Community Antenna Television Systems; Kurt Pfeifle, Representing Rural Water Systems; Legal Counsel, Amanda Reiss.

Kurt Pfeifle, Representing Rural Water Systems recently accepted a position as Executive Director of the South Dakota Association of Rural Water Systems and has resigned his position from the One Call Board. Larry Janes took this opportunity to thank Kurt for his 12 years of service on the Board. The Board is awaiting an appointment by Governor Dugaard to replace Kurt.

Others in Attendance: Scott Sasajima, Texas 811; Ryan Hartley, First District.

2. A motion was made to approve the February 5, 2018 Board Meeting Minutes by Dan Kaiser, seconded by Kevin Kouba. **Motion carried unanimously.**
3. After reviewing the monthly expenditures for January 2018 through April 2018, Ed Anderson made a motion to approve the financial report, seconded by Bleau LaFave. **Motion carried unanimously.**
4. Operations - Texas811 Performance Results
 - a. Ticket volume history was reviewed. We are seeing a fast increase in volume, so the Center has increased the number of agents to manage volume. April 2017 showed a total of 17,473 calls. April 2018 count was 12,546.
 - b. Dispatched Tickets by Type was discussed. To date in 2018, 19 gas damages have been reported. High Profile tickets were discussed, as a total of 3,246 High Profile tickets have been issued to date in 2018. HP facilities are defined by the utility.

- c. Ratio Outgoing to Incoming Tickets was reviewed. The ratio of outgoing to incoming in April was 5.24%. April 2017 was 5.61%.
 - d. Electronic Ticketing was discussed. As stated above, ticket volumes are below the April 2017 counts, but are starting to increase. The electronic ticketing entry is at 61%, with 384 tickets being entered by Homeowners through the SD811 website.
5. Ryan Hartley from First District Association of Local Governments presented two updates.
- a. 2017-2018 One Call Updates were reviewed. 58 counties have been updated as of April 30, 2018. Texas 811 sends map updates in January and July. Currently, First District is 92% complete with the January update.
 - b. Parcel Data Progress was also discussed. Parcel data has been received on 49 counties, with 2 additional counties to be provided. 4 counties are being developed, 10 counties do not have parcel data available. One county parcel data is undefined or unavailable. First District has reached out to both county and developer with no additional information available.
6. Executive Director Report Items:
- a. OC17-024 – In the Matter of the Complaint Filed by Watertown Municipal Utilities, Watertown, SD, Against Cable Specialists Inc., Sioux Falls, SD for an Incident Occurring on November 21, 2017, at 301/307 S Broadway, Watertown, SD. Today shall the One Call Board accept the recommendation of the Enforcement Panel to dismiss this complaint, and shall the One Call Board close the Docket? Dan Kaiser made a motion to approve the recommendation of the Enforcement Panel and dismiss the complaint. Doug Larson seconded the motion. **Motion carried unanimously.** Todd Chambers abstained from this vote.
 - b. OC18-001 – In the Matter of the Complaint Filed by Magellan Midstream Partners, L.P., Tulsa, OK Against White River Construction, Chadron, Nebraska, for an Incident Occurring on Dec 14, 2017, at 24275 S Hwy 79, Hermosa, S.D. Today shall the One Call Board accept the recommendation of the Enforcement Panel and shall the One Call Board close the Docket, and shall the Board pursue collection activity if the requirements are not met? Bleau LaFave made a motion to accept the Enforcement Panel recommendation to issue a \$1000 penalty with \$500 suspended. White River must also meet the following requirements: attend a damage prevention meeting, host an in-house safety meeting discussing One Call laws, payment made within 30 days of the Final Board Order and White River must not be found guilty of another One Call Violation within 12 months of the Final Board Order. Dan Kaiser seconded the motion. **Motion carried unanimously.**
 - c. Extension of Joint Powers Agreement with First District Association of Local Governments. This Agreement expires June 30, 2018. Today shall the One Call Board execute a new Joint Powers Agreement with an effective date of July 1, 2018? Fay Jandreau made the motion to extend the Joint Powers agreement with First District in the amount of \$80,000. Kevin Kouba seconded the motion. Discussion was held with Scott Sasajima regarding the value of the Joint Powers agreement. The value is there, as this lessens the time on a call per agent by having the maps we do. South Dakota maps are more complete, provided better information. **Motion carried unanimously.**

- d. The International Locate Rodeo is being held in Ft. Worth, Texas, Oct 12-13, 2018 at Texas Motor Speedway. Shall the One Call Board sponsor this safety event again in 2018? Doug Larson made a motion to sponsor International Locate Rodeo with \$500. Kevin Kouba seconded the motion. This is a branded event, and South Dakota 811 will be featured. **Motion carried unanimously.**
 - e. The Enforcement Panel Manual changes were reviewed. The changes will be added to the proper sections of the manual and brought back to the Board of Directors for final approval. This discussion and approval of the new manual was tabled until the update is completed.
 - f. The contract between the South Dakota One Call Notification Board and Texas811 will expire on December 31, 2018. A committee was established to create and review RFPs for South Dakota's One Call center. John Ward, Fay Jandreau, and Doug Larson volunteered to serve on the committee, with a possible addition from the Board of Directors. The Committee will follow up with the Board.
 - g. 2017 - 2018 Damage Prevention Meetings were reviewed. Larry Janes and Codi Gregg have presented to 1,653 people to date. The Damage Prevention meeting presentation is approved for non-code certification by the Plumbing Commission, Electrical Commission and Operators Certification. In 2018, 50 attendees registered for the non-code hour.
 - h. Executive Director Contract was reviewed. Ed Anderson made a motion to move in to Executive Session, seconded by Kevin Kouba. **Motion carried unanimously.** The Board of Directors went in to Executive Session at 9:11AM CST with Larry Janes, Ryan Hartley, Scott Sasajima and Codi Gregg excusing themselves from the meeting room. Executive Session ended at 9:21AM EST, with Larry Janes, Scott Sasajima and Codi Gregg returning to the meeting room at that time. Fay Jandreau made a motion to approve a new contract amount for Larry Janes, Executive Director. Dan Kaiser seconded the motion. **Motion carried unanimously.**
7. Discussion items:
- a. Review of Strategic Planning Committee and Enforcement Panel Member rotations was reviewed. Larry and Codi will work out a new rotation and notify the Board of the rotation by June 1, 2018.
 - b. At the request of the South Dakota One Call Notification Board, Governor Daugaard declared April as "Safe Digging Month". The proclamation was made available to the Board. Codi Gregg sent a news release regarding this to news outlets throughout South Dakota in April.
 - c. Larry Janes and Codi Gregg met with Cindy Kemnitz in the PUC Office Monday, May 14, 2018 to review the FY 2020 Budget. This budget is being provided to the Strategic Planning Committee for discussion and approval. The budget will need to be approved at the One Call Board Meeting in August 2018.
 - d. Damage Reporting Portal for gas companies was discussed. At this time, the Portal will not be promoted but monitored for its usage. A letter was sent to gas utilities in April 2018 explaining the usage, web address and purpose of the Portal.

- e. Discussion of future Legal work and Financial Management of the South Dakota One Call Board was discussed. The Strategic Planning Committee will review the budget and the needs for the Board and bring suggestions to the August Board Meeting.
- f. South Dakota 811 was invited to attend and be a part of South Dakota Regional CGA. Codi Gregg and Larry Janes attended the startup meeting held in Sioux Falls and will attend again in June 2018.
- g. Larry and Codi are looking for ideas to promote / celebrate 811 Day in August. Last year, 2 coolers were given away to people that set up a locate request on August 11. Any suggestions can be sent to Larry and Codi.
- h. OSHA Safe and Sound Week is August 13 – 19, 2018.
- i. One Call Board Enforcement Panel Schedule, 2 PM Central Time (1 PM Mountain Time) last Thursday of each month, when necessary. The next Enforcement Panel meeting will be held on June 28, 2018 at 2PM CST. Enforcement Panel Members will be contacted the first week of June.
- j. Other. Larry Janes thanked Ed Anderson and Kevin Kouba in their work with HB1159 and HB 1024 during this year's legislative session. There were no other items discussed.
- k. Public Comment. No comments
- l. Doug Larson made a motion to adjourn the Board Meeting at 10:33AM CST. John Ward seconded the motion. **Motion carried unanimously.**

ONE CALL BOARD MEETING SCHEDULE:

-- August 14, 2018 (Tuesday), 8 am Central Time
-- November 14, 2018 (Wednesday), 8 am Central Time – Nov 12th is Veteran's Day Observed.

ANNOUNCEMENTS:

Dinner was held at the Cattlemen's Club, 29608 SD Hwy 34 at 5:30 PM on May 14, 2018 for members of the South Dakota One Call Board.

Materials presented at this meeting are available on the South Dakota 811 website www.SD811.com as well as the South Dakota Boards and Commissions website at <http://boardsandcommissions.sd.gov/>. They are also available by contacting the Deputy Director in writing at deputydirector@sd811.com, or by calling (605) 863-0951.